

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

Revised

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May 13, 2003

FROM: MARY R. SAWICKI, Director
Department of Aging and Adult Services

SUBJECT: AMENDMENTS TO CONTRACTS WITH SENIOR NUTRITION SERVICE PROVIDERS

RECOMMENDATION:

1. Approve amendments to contracts with various senior nutrition service providers increasing the total contract amount by \$276,300 from \$2,896,612 to \$3,172,912 for the period ending June 30, 2003 to cover the costs of converting home delivered nutrition programs to frozen meal systems.

Contract Number	Agency	Amendment Amount	Total FY 02/03 Contract Amount
01-687 A-4	City of San Bernardino	\$ 23,000	\$ 209,203
01-688 A-3	Community Services Department	117,200	1,303,816
01-689 A-3	Hi-Desert Meals on Wheels	58,900	650,424
01-690 A-4	Oldtimers Steelworkers	77,200	1,009,469
Total		\$ 276,300	\$3,172,912

2. Approve Amendment No. 1 to Contract No. 02-664 with Hinkley Senior Citizens Club to provide senior nutrition services increasing the total contract amount by \$5,100 from \$26,842 to \$31,942 for the period ending June 30, 2003, to purchase required equipment.

BACKGROUND INFORMATION: On March 22, 1972, President Richard Nixon signed into law the Nutrition Program for the Elderly Act, establishing the Senior Nutrition Program, as part of the Older Americans Act (OAA). This legislation created the congregate and home-delivered nutrition programs for seniors. Since 1978, the Department of Aging and Adult Services (DAAS) has administered OAA Title III funds to provide Senior Nutrition Programs for the County of San Bernardino. In addition to providing nourishing meals, these programs provide nutritional education and counseling, companionship, and long term care protections to people 60 years or older, and their spouses.

1. Approval of this recommendation will provide funding for the contractors listed to convert their nutrition programs to a frozen meal system as recommended by the Nutrition Efficiency Committed (NEC). The NEC was developed at the request of the Board of Supervisors to explore cost reduction and funding alternatives related to the Senior Nutrition Program.

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The NEC began meeting in November 2001 and was comprised of DAAS and Board of Supervisor's staff, Nutrition Project Directors, and Senior Affairs Commissioners. The NEC conducted a thorough analysis of the nutrition program and explored various cost reduction and funding alternatives.

The NEC recommended DAAS investigate the possibility of a frozen meal alternative that could be delivered once or twice a week instead of a daily hot meal, thereby reducing vehicle and delivery related costs, including gasoline and driver wages. DAAS visited three existing programs within the state and has confirmed that a frozen meal program drastically reduced costs, ultimately allowing for more meals to be delivered for the same funding level. DAAS invited current nutrition providers to submit plans to convert their current systems from a hot meal program to a frozen meal program. Of the nine current providers, four submitted conversion plans.

Approval of this action will award four nutrition providers an additional \$276,300 to purchase the equipment necessary to transition their current programs from hot meal programs to frozen meal programs. Equipment acquired to proceed with the conversion will include freezers, cold packs, and refrigerated vehicles. On January 14, 2003, the Board of Supervisors approved Amendment No. 1 to Contract No. 02-760, increasing the revenue contract with CDA, by \$420,621, and included the award of "One-Time-Only" funds. Of this award, \$239,508 was earmarked for one-time-only purchases for frozen meal conversions. In addition, \$41,092 of unspent supportive services funds to the nutrition program were transferred for the frozen meal conversion.

2. Approval of this action will award an additional \$5,100 to the Hinkley Senior Citizens Club nutrition program of which \$800 will be used to cover prior year expenditures submitted for reimbursement in the current Fiscal Year. The remaining \$4,300 will be used to purchase a dishwasher for the Senior Nutrition Program.

REVIEW BY OTHERS: These amendments have been reviewed by the Senior Affairs Commission on March 19, 2003, 2003; HSS Contract Compliance (Lori Ciabattini, Administrative Supervisor) on April 16, 2003; and the Office of County Counsel (Phebe W. Chu, Deputy County Counsel) on April 16, 2003. The item has been reviewed by HSS Finance (Kristin Letterman, Administrative Manager) on May 2, 2003 and by the County Administrative Office (Gary Morris, Administrative Analyst) on May 5, 2003.

FINANCIAL IMPACT: Approval of these actions will increase the total contracted amount from \$2,923,454, by a total amended amount of \$281,400 to a new total contracted amount of \$3,204,854. This program is funded by State and Federal Revenues and requires a local match of \$119,000. In addition, the County provides additional local cost of \$148,000 over and above the required local match. Adequate appropriations and revenues of \$281,400 have been included in the approved FY02/03 budget and the local match requirement has been met for FY02/03.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends this action because the request involves funds awarded by the CDA and is not subject to state budget reductions.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mary R. Sawicki, Director, Department of Aging & Adult Services, (909) 891-3917

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